

**PRE-APPLICATION MEETING NARRATIVE  
JACKSONS 625 - ISSAQUAH, WASHINGTON**

Prepared for  
Jacksons Food Stores  
by  
Barghausen Consulting Engineers, Inc.  
July 2, 2018

Assessor Map:	SE-20-24-06
Tax Lot Numbers	202406-9077
Procedure:	Development Review
Zoning District:	Urban Core
Comprehensive Plan:	Mixed Use
Site Size:	0.82 acres (35,510 square feet)
Address:	1605 N.W. Gilman Boulevard
Location:	SEC – N.W. Gilman Boulevard and SR 900/Renton Road, Issaquah, Washington

The following outline provides responses to required Pre-Application Meeting elements and the Project's conformance or deviation, as applicable, to the City of Issaquah Design Standards per the Central Issaquah Design and Development Standards, hereafter CIDDS.

***Written Narrative***

- 1) *Development objectives, proposal, and relationship to existing site and its uses.*

**Response:** The Project is to demolish the existing 1,846-square-foot convenience store and the existing car wash to build a new 3,970-square-foot convenience store in the northeast corner of the site. Both existing driveways to N.W. Gilman Boulevard will remain, as will the existing underground fuel storage tanks. The Project proposes to enlarge the fuel island canopy that contains 4 multi-product dispensers (MPDs) and 8 vehicle fueling positions (VFPs) to 6 MPDs and 12 VFPs.

The Project will provide 14 parking spaces, 2 bicycle parking spaces, and outdoor seating for customers and employees. Off-site improvements include new and refurbished landscape to transition from improvements on SR 900 to improvements on N.W. Gilman Boulevard, retention of existing street trees, and new street planters along the street frontage. One (1) 53- by 12-foot unloading space will be provided for delivery vehicles.

The new convenience store will be brought forward to the build-to line, 10 feet from property line on N.W. Gilman Boulevard. A new street wall will be constructed along the site's frontage on N.W. Gilman Boulevard to comply with the intent of the newly implemented Central Issaquah Development and Design Standards (CIDDS).

- 2) *Briefly discuss those City standards or guidelines that the applicant thinks are most pertinent to the site and design of the Project, and how the proposal implements and complies with them.*

**Response:** We understand that the Project will be subject to the Central Issaquah Development and Design Standards (CIDDS) that became effective May 16, 2018. The following list of Project details are what we believe will be the most pertinent to the site and design of the Project and how they will comply with the new CIDDS requirements:

1. The proposed convenience store is located along the N.W. Gilman Boulevard street frontage.

2. The entire length of the street frontage that is not used for driveways has been provided with a landscape/street wall.
  3. Bicycle parking and outdoor seating have been provided at the front of the building, near the primary building entrance.
  4. Parking has not been located between the street and the building.
  5. Because the service station and convenience store uses are both "P" (permitted) and the GFA of the convenience store is less than 4,000 square feet, a Level 0 review is anticipated.
  6. The required parking and landscape ratios are met with the design as proposed.
  7. Reconstructed sidewalk and street trees will comply with the CIDDs street requirements. A bike lane is proposed for N.W. Gilman Boulevard.
- 3) *Discuss how the proposed design will address the City's Vision on Sustainable Development; and, indicate if you propose to certify the development as a green building.*

**Response:** The Project does not propose green building development. The demolished building materials from the existing car wash, convenience store, and fuel canopy may be recycled. Stormwater from the site will be detained and treated as required. LID stormwater measures will be implemented, if required and as applicable.

***Proposal Summary (included in both Site Analysis and Narrative)***

*Types of desired uses; approximate number and type of residential units; amount and type of commercial square footage; and number of parking stalls.*

***Existing Site Information and Analysis for Project Property and Surrounding 100 Feet Unless Noted Otherwise Below.***

- 1) *Uses, structures, paving, vegetation, and circulation including streets, trails, walkways, and their names*

**Response:** The Project is to demolish the existing 1,846-square-foot convenience store and the existing car wash to build a new 3,970-square-foot convenience store in the southeast corner of the site. Both existing driveways to N.W. Gilman Boulevard will remain, as will the underground fuel storage tanks. The Project proposes to enlarge the fuel island canopy that contains 4 multi-product dispensers (MPDs) and 8 vehicle fueling positions (VFPs) to 6 MPDs and 12 VFPs.

The site will be repaved as necessary for redevelopment as proposed.

- 2) *Zoning and district (e.g. which Development Agreement or Central Issaquah district in which the Project is located), overlay designations*

**Response:** The site is located in the Central Issaquah Development and Design Standards (CIDDs) Urban Core area. We are not aware of any additional overlays.

- 3) *Site Survey including topography (max 5 ft contours), rockeries, retaining walls and such, easements and their purpose, property lines with dimensions for the property under review, property restrictions, walls and fences*

**Response:** A survey is attached that shows all existing visible site conditions and underground utilities where possible.

4) *Critical areas (wetlands, streams, steep slopes, and their buffers, etc.)*

**Response:** An off-site wetland has a buffer that overlaps a portion of the developed west end of the site. A floodplain limit also affects the west end of the property within the wetland buffer.

5) *Utilities including type, location, easements, capacity including ditches and culverts, and catch basins and direction of flow if known*

**Response:** At this time, utilities are proposed to connect into the existing stubs located at the Project site.

6) *Other notable physical features*

**Response:** The site does not have any additional notable features.

7) *Analysis of site and surrounding features such as views, natural and manmade features, community landmarks, development patterns, impact on proposal*

**Response:** The site is surrounded by Rowley properties that are developed with commercial and office uses. Offices are located east of the site; a recreational gym is located south of the site; retail/food establishments are located to the north and west of the Project site. The site's surroundings are not expected to significantly impact the proposal. No views will be interrupted or negatively affected.

8) *Site and aerial photos*

**Response:** Please see enclosed site and aerial photos.

9) *Map of access opportunities and constraints*

**Response:** The site's access is via N.W. Gilman Boulevard, which has a c-curb median that prevents left turns at the west driveway. The east driveway is full access. Please see the enclosed site plan that depicts the existing conditions.

10) *Suggested: Axonometric or other three-dimensional drawing, photos or models of the 500' area surrounding the Project site. Include call-out notes on drawings and a brief narrative stating what design cues can be gleaned to develop design alternatives*

**Response:** These are not provided.

11) *Suggested: Photo montage of the streetscape (both side of the street) identifying the site*

**Response:** Photos of the street frontage are provided.

***Proposed Site and Architectural Concepts.***

*For each concept, if more than one is provided, list pros and cons including a list of how plans do or do not comply with codes. Do not include detailed plans such as plans for floors, landscape, utilities but do show a site plan showing buildings, open space, community space and/or critical areas, parking, circulation, etc., as more specifically described below.*

1) *Building massing*

**Response:** The proposal is the remodel of the existing Jacksons Fuel Station and Convenience Market. Massing along N.W. Gilman Boulevard will include the existing fuel canopy and new convenience market structures.

- 2) *Architectural concepts in the form of photos of Projects with the desired character including entrances for pedestrians and vehicles*

**Response:** A proposed architectural concept is attached for discussion.

- 3) *Circulation scheme including pedestrian, bicycle, transit, and vehicle access and circulation plan (include circulation facility types) include slope for each in percent grade, width, proposed materials, connection or relationship to existing off-site facilities*

**Response:** The Site Plan, Sheet PS.1 shows the pedestrian circulation areas in the front of the store to the street.

- 4) *Tree Preservation concept*

**Response:** Redevelopment of the site expects to retain some of the existing trees in the southwest corner of the site. Trees located along the street frontage of N.W. Gilman Boulevard may be required for removal to develop the new sidewalk, bike land, and street planters. There is an existing significant tree on the adjacent property that may be impacted by the proposed location of the convenience market.

- 5) *Landscape concepts such as for streetscapes, parking lots, key screens, community spaces, walls, fences. Use vignette sketches, photos of landscape, walls, fences with similar character, or other tools to convey the concept and character*

**Response:** The Project is a gas station redevelopment so many of these items do not apply.

- 6) *Vehicular Parking including types (surface, on-street, and/or structured), placement of entrances, layout concepts including how required landscape will conceptually be met*

**Response:** Please see Sheet PS.1 for the parking lot layout.

- 7) *Bicycle parking locations and methods*

**Response:** Bike parking is provided within 50 feet of the primary entrance to the convenience store.

- 8) *Conceptual grading & utilities (corridors, location & approximate capacity)*

**Response:** No plans have been prepared for these items at this time.

- 9) *Waste facilities – Preliminary size calculations, locations (within » 200' of each unit)*

**Response:** Please see Sheet PS.1 for the location and size of the trash/recycle storage area.

- 10) *Grading proposal with 5 ft max grade lines, including walls, rockeries, etc.*

**Response:** The site is generally flat so contours are not shown. Elevations and drainage flow paths are shown. Rockeries and retaining walls are not anticipated.

- 11) *Critical areas indicating the type, class, buffer, setback, etc.*

**Response:** An off-site wetland has a buffer that extends onto the site. A small area of floodplain also encumbers a portion of the western end of the site. See Sheet PS.1.

12) *Ownership and maintenance responsibilities of any proposed improvement*

**Response:** The property owner will maintain all of the site improvements and landscaping.

13) *Location of vaults, equipment, meters, etc. which are outside of the building as well as screening techniques*

**Response:** Please see Sheet PS.1. Building mechanical equipment will be screened as required.

**Summary of Requested Development Adjustments.**

1) *Code standards and amounts*

**Response:** The existing driveways preclude the Project from meeting the street wall requirements. A street wall has been provided where possible.

2) *Proposed adjustment amounts*

**Response:** To be determined.

3) *Explain how the proposed design intends to meet or exceed the City's development and/or design standards, and a quantitative comparison to a code-complying scheme*

**Response:** The site is a redevelopment of a gas station so the Project has been designed to meet as many of the Central Issaquah Development and Design Standards (CIDDS) requirements as possible. The building is located at the front of the site. Trees will be retained where possible in the southeast corner of the site. Landscaping will be provided at parking rows and the perimeter of the site. A street wall is provided along N.W. Gilman Boulevard where possible, but the existing driveways preclude the Project from meeting the full street wall requirement.

4) *A list of questions and/or interpretations for City staff to address*

**Response:** We would like general feedback about the proposal and responses to the following specific questions:

**Project Questions for City of Issaquah Staff:**

1. Please confirm the street improvements for the Project and if a bike lane will be required. If right-of-way dedication is required, that will put the fuel facility canopy at the edge of the right-of-way. Please clarify if a right-of-way dedication would create a non-conforming condition
2. The existing monument sign is negatively impacted by the required street wall. Please clarify what can be done to revise the wall near the sign or if the sign can be reconstructed.

**Procedures:**

1. What codes and standards are applicable to this proposal?
2. What approvals are required?
  - a. What is the procedure?
  - b. What are the timeframes for approval?

- c. If more than one land use permit is required, is consolidated permit application allowed?
  - d. Is online submittal available?
- 3. What permits are required?
  - a. Building permit?
  - b. Deferred Submittals
  - c. Timeframes?
  - d. WSDOT coordination?
  - e. WSDOE coordination? Off-site improvements in wetland?
  - f. Right of way/encroachment permit?

**Zoning:**

- 1. Please confirm Level of Review. Do we count the floor area of the fuel canopy? Are we Level 0 or Level 1?
- 2. Please confirm we are exempt from minimum FAR because the Automobile service station was existing on the date code was adopted.

**Density:**

- 1. Is this section applicable to our proposal?

**Circulation:**

- 1. The existing right of way width for N.W. Gilman Boulevard from centerline is 40 feet. Because improvements on N.W. Gilman Boulevard are considered on case by case basis:
  - a. Will improvements be required along the site frontage?
    - i. If so, what improvements will be required?
      - 1) What is the "fee in lieu?"
      - 2) Lane re-striping? Bike Lane? Sidewalk/Landscape reconfiguration?
  - b. Will dedication be required?
    - i. If dedication and improvements are required:
      - 1) There are six (6) deciduous trees with dbh's over 9 inches and one (1) deciduous tree with dbh over 6 inches; the proposed sidewalk/landscape layout may require removal of these trees.
        - a. Is there a way to leave as many as possible in place?
        - b. If not, what are the requirements to remove them when the removal is required by design standards?
      - 2) How do we address landscape requirements at fuel canopy?
      - 3) Is it required that the monument sign be relocated?
      - 4) Is dedication reimbursed or creditable towards traffic impact fees?

2. Driveway curb cuts:

- a. The westernmost driveway on N.W. Gilman Boulevard is a right in/right out driveway and the easternmost driveway on N.W. Gilman Boulevard is a full access driveway. Both driveways are proposed at 35 feet to accommodate fuel truck deliveries. This exceeds the City standard by 2 feet; what is the process to obtain approval of the 35-foot width?

**Community Space:**

1. Is this section not applicable to our Project?

**Parking Standards:**

1. Please confirm parking calculation.
  - a. Minimum 2 stalls/1,000 square feet of net square footage:
    - i. Convenience Market: 3,970 square feet
    - ii. Fuel Canopy: 2,659 square feet
    - iii. Less 15% 994 square feet
    - iv. Total NSF 5,635 square feet
    - v. 5,635 square feet at 2 stalls per 1,000 NSF = 11.27 stalls - 11 stall minimum required.

**Signs:**

1. Is the existing monument sign now considered a legal non-conforming sign?
  - a. Would a ROW dedication for the bike lane affect the location of our existing sign?
  - b. Would the sign be deemed unsafe if it resulted in being within the dedicated ROW?
2. Will we be required to remove the sign from the proposed dedicated ROW?
  - a. Will we be required to submit for a permit for removal of the sign/replacement of the sign?
3. Please confirm the following number of signs that would be allowed per Section 9.21, Auto Fueling Station Signs
  - a. One - Freestanding/Monument Sign - Station I.D. and Pricing sign (9.38)
    - i. Not to exceed 10 feet high
    - ii. Maximum 2 faces, 15 square feet each face
    - iii. 2 feet from property line
    - iv. Cannot obstruct views entering or leaving
  - b. One canopy logo - wall sign - one per frontage
  - c. One wall sign - convenience store
  - d. Would we be allowed a separate type of secondary sign? Additional signs allowed?

**Landscape:**

1. Existing Trees:
  - a. Are the review and approval of tree removal included in the Land Use Application or are they part of a separate permit?
2. Proposed Trees:
  - a. Please confirm our interpretation: The overall site area is approximately 35,510 square feet and the wetland buffer is approximately 6,300 square feet, therefore, the developable site area is 29,210 square feet.
  - b. Based on 4 trees per 5,000 square feet of developable site area: 29,210 square feet at 4 trees/5,000 square feet = 23.37 trees which rounds down to 23 trees required.
3. Parking Lot Landscaping:
  - a. Please confirm. We are calculating the parking area at 14 stalls at 9 by 20 feet for a total of 2,520 square feet. Based on the standards and not including the required edge landscaping, 252 square feet is required.
  - b. Do trees provided in parking lot landscaping count towards the required 4 trees/5,000 square feet of developable area?
4. Fencing:
  - a. We are proposing to keep portions of the existing fencing:
    - i. Along the existing wetland.
    - ii. Along the rear of the property.

**Site Design:**

1. Minimum Building Frontage:
  - a. Please confirm our interpretation: Based on definitions, the fuel canopy street facing frontage (+/- 33 feet) and the convenience store street facing frontage (+/- 42 feet) count towards the total street facing frontage. Therefore, 75 percent of 75 feet equals 56.25 feet minimum required to meet minimum building frontage which is split 33 feet for fuel canopy and 23.25 feet for the convenience market.
  - b. Will outdoor tables/seating and landscape/fencing add up to 30 percent reductions in minimum building frontage?
2. What is the required amount of landscape that must be provided for the site?

**Engineering**

1. What stormwater guidelines does the City of Issaquah follow with respect to water quality/LID and also with respect to retail fuel facilities?
2. Are there specific canopy sizing and design requirements due to local stormwater regulations?
3. Please identify any special requirements for grading and utilities.



4. Please confirm Flow Control, Water Quality, and Source Control triggers and requirements.
5. Please confirm whether replacing existing dispensers under an existing canopy will trigger full compliance with Source Control requirements for the existing fueling pad/canopy.
6. Please confirm canopy overhang requirements.
7. Can under-canopy drains drain to sewer? If not, can they drain to storm?
8. Confirm whether the existing driveways will be required to be replaced. If they are being replaced, please confirm the permitting process and timing for the replaced driveways along frontage streets.